

Job Title: Chinese Church Pastor

Program: Global Outreach

Reports to: Global Outreach Pastor

Effective Date: May 1, 2024

Job Summary:

The Chinese Church Pastor provides pastoral and administrative leadership for the CityRise Chinese congregation programs, including worship, community groups, and special events. Provides for an appropriate environment in which participants grow in their knowledge of Jesus and develop their faith life.

Supervisory Responsibilities:

Directly supervises teachers, staff, and program volunteers.

Duties/Responsibilities:

Program Administration and Oversight

- Provide oversight and leadership for worship and community groups, bible study, and programs.
- Attend church meetings, to coordinate programs and teaching with other ministries.
- Design, approve, and teach curriculum.
- Provide preaching on Sundays and other special events including weddings and funerals.
- Delegate program leadership to teachers and volunteers as appropriate.

People Leadership

- Recruit new ministry staff members as needed.
- Provide training to staff and volunteers.
- Provide for ongoing performance management, including ensuring constructive and timely performance evaluations, identification of opportunities for improvement, and corrective action when appropriate.
- Plan and lead regular and specially called ministry staff and volunteer meetings.

Pastoral Care

- Provide initial counseling as needed with individuals and their families and refer to qualified professionals in situations that call for ongoing, specialized, or crisis care.
- Monitor the church membership and team members for spiritual needs and minister to them.

Outreach

- Develop and lead outreach efforts to un-churched and prospective church members
- Direct and coordinate outreach by ministry staff and other volunteer leaders
- Create opportunities and an environment conducive to members regularly inviting their families and friends.

Other duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Required Skills/Abilities:

- *Excellent verbal and written communication skills.*
- *Excellent interpersonal and customer service skills.*
- *Excellent sales and customer service skills.*
- *Excellent organizational skills and attention to detail.*
- *Excellent time management skills with a proven ability to meet deadlines.*
- *Strong analytical and problem-solving skills.*
- *Strong supervisory and leadership skills.*
- *Ability to prioritize tasks and to delegate them when appropriate.*
- *Ability to function well in a high-paced and at times stressful environment.*

Education and Experience:

Required Education: Bachelor's degree.

Required Experience: Two years' experience teaching in a church environment.

Preferred Education: Master's degree in theology or related subject.

Preferred Experience: Five years' experience teaching in a church environment.

Physical Requirements:

Prolonged periods of sitting at a desk and working on a computer.

Must be able to stand for 45 minutes.

Must be able to lift up to 15 pounds at times.

Work Location:

Work is performed in hybrid 80% on-site, 20% off-site.